

Government of the People's Republic of Bangladesh

Ministry of Cultural Affairs
Bangladesh Secretariat, Dhaka.
www.mopa.gov.bd

Memo: 43.00.0000.112.18.352.17.

Date: 28.11.2017

Notification

Ms. Surayya Akhtar Jahan, Deputy Secretary (Passport No. OC 4234810), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka has been granted rest and recreation leave as earned leave (ex-Bangladesh) for travelling to United Arab Emirates for seven days from 17-12-2017 to 23-12-2017 or from the date of commencement of leave. This leave is granted to visit UAE and under the following terms and conditions:

- 1.1 She will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
- 1.2 All the related expenses of the travel will be borne by her ;
- 1.3 The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval;
- 1.4 She will not be allowed to stay abroad more than the approved period.

By ordered of the President

Singed

Hasna Jahan Khanam
Deputy Secretary (Admin-2)
Phone: 9515518
e-mail: ds_admin2@moca.gov.bd

Memo: 43.00.0000.112.18.352.17. 934

Date: 28.11.2017

Copy for kind information and necessary action to (not in line with the seniority):

1. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
2. H.E. Ambassador, Embassy of the United Arab Emirates (UAE), 191, Gulshan North Avenue, Dhaka-1212, Bangladesh.
3. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to issue letter of introduction in favour of Ms. Surayya Akhtar Jahan, Deputy Secretary , Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka).
4. Joint Secretary (Cultural Heritage), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
5. PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
6. Director, Hazrat Shahjalal International Airport, Dhaka.
7. Ms. Surayya Akhtar Jahan, Deputy Secretary , Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
8. Chief Accounts Officer, Ministry of Cultural Affairs, 3rd Phase, Segunbagicha, Dhaka.
9. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. Accounts Officer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
11. Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka (with a request to publish the notification at MOCA website).
12. Office copy.

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28.11.17
Hasna Jahan Khanam
Deputy Secretary (Admin-2)